

# Special Education Personnel Directions Employee, Shared Employee or Contracted School Year 2007-2008

#### TABLE OF CONTENTS

Data Requirements	1
Adding Employed Personnel	2
Corrections to Employed Personnel	2
Adding Contract Personnel	4
Examples for Adding Contract Personnel	6
Deleting Contract Personnel Record	7
Permanently Deleting Records	8
Review Special Education Report	8
Adding SPED Vacancy Personnel	
Assurance Statement	

#### The below districts are responsible for reporting the special education data:

10-Public School Districts
40-Cooperatives and Multi-Districts
50-Correctional Facilities

80-Special Populations

## **Data Requirements**

• This personnel data collection is to be based upon the personnel that are an **EMPLOYEE**, **SHARED EMPLOYEE**, **OR CONTRACTED** and providing special education and/or related services upon or about December 1, 2007. Submit the full-time equivalent (FTE) of the **employee**, **shared employee**, **or contracted** personnel for the categories indicated below. All **of the above mentioned** personnel serving students with disabilities ages 3-21 as directed by the student's Individual Education Plan (IEP), regardless of the funding source, should be included in the data collection. All of the personnel will be encoded into one of five different menus – **Personnel Record Forms menu, Other School Personnel menu, Bus Driver menu, Contracted SPED menu, and Teacher Vacancy menu.** 

Submission deadline: October 15, 2007

#### **Assignment Codes for Special Education**

- 63007 Adapted Physical Education
- 21700 Birth Preschool Special Education
- 40501 Psychological Examiner
- 40401 School Psychologist
- 40104 Special Education Counselor
- 40601 -Special Education Director
- 20601 Special Education Teacher K-12
- 21801 Special Education Teacher K-8
- 20602 Special Education Vocational
- 40202 Speech/Language Pathologist ages 3-5
- 40203 Speech/Language Pathologist ages 6-21

#### **Other School Personnel Codes for Special Education**

- 01 Educational Assistants Special Education
- 67 Special Education Specialized Food Service Worker
- 73 Audiologist
- 76 Interpreter
- 77 Licensed Psychologist
- 79 Occupational Therapist
- 80 Physical Therapist
- 85 Special Education Social Workers
- 86 Special Education Recreation and Therapeutic Recreation Specialist
- 87 Rehabilitation Counselor
- 88 Special Education Work Study Coordinator (Job Coach)
- 91 Bus Driver
- 101 Non-Professional Staff in Special Education
- 102 Other Occupational Technician
- 103 Psychiatrist
- 104 Special Education School Nurse
- 105 "Other" Support Staff in Special Education
- 106 Special Education Department Manager
- 107 Special Education Bus Drivers not required to have a CDL
- 108 Braillist

Definitions are located in the "Other School Personnel" directions.

### **Adding Employed Personnel**

- The information for personnel that are an <u>employee or a shared employee</u> will be entered into the **Personnel Record Forms menu**, the **Other School Personnel menu**, or the **Bus Driver menu**. The Assignment Codes for Special Education or the Other School Personnel Codes for Special Education will be used in each of the above mentioned menus.
- The data requirements for a highly qualified teacher in No Child Left Behind (NCLB) are collected in the **Personnel Record Forms menu.** The highly qualified requirement applies to elementary, middle, and secondary special education teachers when providing instruction in "core academic subjects".
  - Elementary special educators must meet the same requirements of being highly qualified as all elementary teachers.

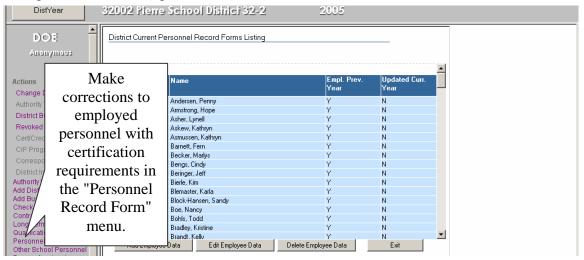
Email: Rebecca.Cain@state.sd.us

- The requirement will apply to any middle school and secondary special educator who teaches a "core academic subject". A special educator, who teaches any of the core academic subjects, is the sole instructor of record, and awards a grade must be highly qualified.
- For special educators in general, the field being taught is special education. Special education teachers provide support, in consultation with teachers of "core academic subjects". Thus, the teacher of record who awards the credit must hold the appropriate endorsement and be highly qualified. Special educators, working in collaboration and consultation with general education teachers who are highly qualified in the appropriate core areas, will be able to provide special education to students taking these courses. Thus, a special educator may address the special education needs of a student taking a course in a core academic area, but must be either highly qualified to be the teacher of record and award grades <u>OR</u> be in collaboration with a highly qualified teacher for that core area.

### **Corrections to Employed Personnel**

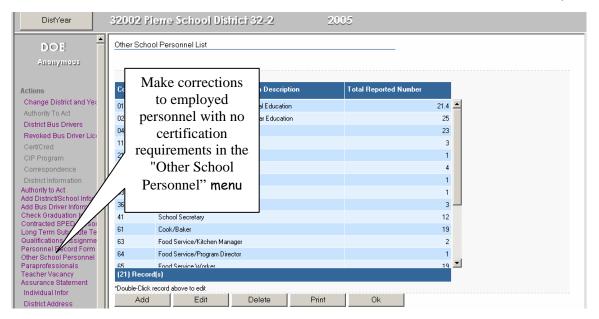
• Corrections for each employed personnel must be made within the menu.

**STEP #1:** An assignment code and a position code will be used in the **Personnel Record Form menu** for all employees. If the person you are updating was reported last year, all their personal information will be pre-populated. For more information on the personnel record forms, please refer to the **Personnel Record Forms Instructions section** in the manual located at the web-site, <a href="http://doe.sd.gov/ofm/prf/index.asp">http://doe.sd.gov/ofm/prf/index.asp</a>. Your superintendent designates a PRF manager who also has a manual.



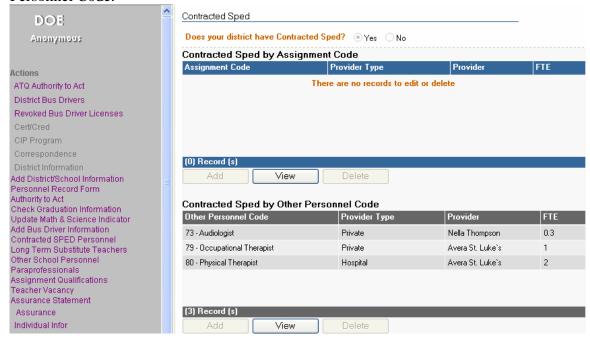
**STEP #2:** Other school personnel codes will be used in the **Other School Personnel menu** for all employees. For more information on the other school personnel, please refer to the **Other School Personnel section** in the manual located at the web-site, <a href="http://doe.sd.gov/ofm/prf/index.asp">http://doe.sd.gov/ofm/prf/index.asp</a>

Submission deadline: October 15, 2007



### **Adding Contract Personnel**

- The information for personnel that are **contracted** (contracted from a special education cooperative, hospital, or private entity) must be entered into the **Contracted SPED Personnel menu**. Contract special education personnel are defined as services contracted through a third party.
- Click yes or no if you have contracted Sped personnel.
- Choose either Contracted Sped by Assignment Code or Contracted Sped by Other Personnel Code.



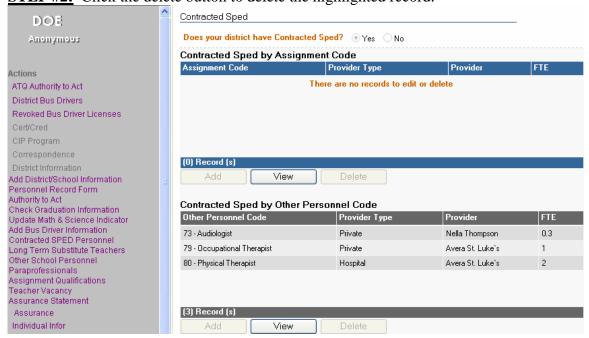
Submission deadline: October 15, 2007

- Fill out Provider Type, Provider Name, Classification Code, and FTE.
- Make sure to Save



# **Deleting a Contract Personnel Record**

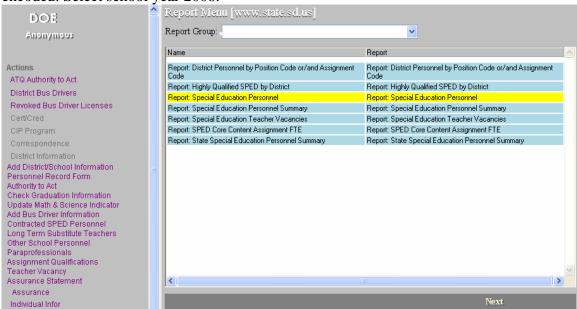
**STEP #1:** To delete a record, highlight only the record to be deleted. **STEP #2:** Click the delete button to delete the highlighted record.

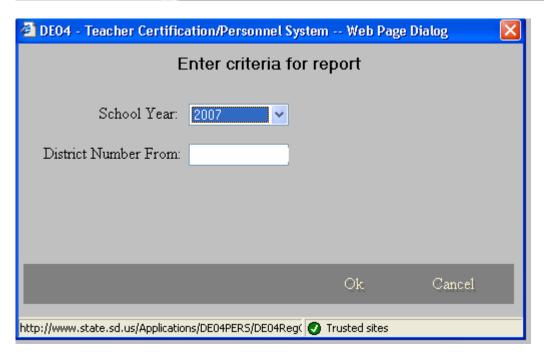


### **Review Special Education Report**

• When you are finished encoding by assignment and position codes, <u>the Special Education Director must determine the information has been entered correctly before the assurance statement is electronically submitted</u>. Please run a report for the Special Education Director to check for errors.

**STEP #1:** Follow the directions on how to run a report and print the "Report: Special Education Personnel" so the special education director can review what you have encoded. Select school year 2008.





# Print Report:

